

# BUSINESS TAXES REPRESENTATIVE for the BOARD OF EQUALIZATION

To apply for this exam, please visit SPB Web site at [http://www.spb.ca.gov/employment/exam\\_start.htm](http://www.spb.ca.gov/employment/exam_start.htm)

## Definition:

This is the recruiting/training and journey level in this series. Under close supervision, incumbents learn all phases of tax compliance, licensing, and law, rule and regulation administration; and perform all aspects of compliance and collection work, including collection, registration, revocation, and criminal investigation.

## Summary of Minimum Requirements:

**Education:** Completion of at least four college-level courses, given by an approved collegiate-grade residence institution, which includes the equivalent to completion of: (1) two professional level courses in elementary and/or intermediate accounting; (2) one course in business or commercial law; and (3) one course in either economics, business mathematics, or English.

**AND**

## Experience:

### Either I

Six months of applicable experience in California state service.

### Or II

One year of applicable experience in California state service.

### Or III

One year of applicable experience as a business owner or manager, credit manager, loan officer, field collection agent, or performing tax compliance duties in another governmental agency and equivalent to completion of two years (60 semester or 90 quarter units) of college in any field of study. (Additional experience may be substituted for the required general education on a year for year basis. No substitution is permitted for the specific course work required.) (Applicants who will complete the required education during the current quarter or semester will be admitted to the examination; however, evidence of successful completion of the curriculum and prescribed courses must be produced before being considered eligible for appointment.)

### Or IV

Education: Equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

For complete job description and minimum requirements, please visit:

[www.boe.ca.gov/exams/projobs.htm](http://www.boe.ca.gov/exams/projobs.htm)

## Knowledge and Abilities:

**Knowledge of:** Methods and problems of organization, administration, and management; and commercial law, business practices, and financial record keeping.

**Ability to:** Apply the required knowledge; communicate effectively; interpret and apply provisions of the tax laws, rules, and regulations administered by the State Board of Equalization; analyze situations accurately and take effective action; and use tact and good judgment in dealing with the public under stressful conditions.

## Business Taxes Representative Salary

Range A: \$3004-\$3312/month

Range B: \$3099-\$3586/month

*After 6 months at range A, or upon completion of required course work.*

Range C: \$3715-\$4516/month

*After one year at Range B or upon completion of required course work and 3 years of applicable work experience.*

## Promotional Opportunities

Business Taxes Representative  
Range C

Business Taxes Compliance Specialist  
\$4467-\$5431/month

Business Taxes Specialist I, BOE  
\$5,153-\$5,965/month

*One year at  
Range C*

Business Taxes Compliance Supervisor I  
\$4470-\$5393/month

Business Taxes Compliance Supervisor II  
\$4912-\$5926/month

Business Taxes Compliance Supervisor III  
\$5393-\$6506/month

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